

GRANT APPLICATION TO THE UNITED STATES EMBASSY IN BUJUMBURA

Project Proposal Form

In order to obtain grants from the U.S. Embassy, it is highly recommended that you complete the following form. It outlines all the information that is required to submit a valid and complete application.

The U.S. Embassy provides two types of grants to fund local development projects: **The Ambassador's Self-Help Fund and the American Foundation for Development in Africa (ADF) Fund.**

Before completing the application, please read the information booklet to help guide you to the most appropriate fund for your project. If you have any further questions about how to complete this application, you may also send an email to the Embassy's Small Grants Coordinator at Bujumburasmallgrants@state.gov.

Choice of funding: (you may apply to both funds if your project meets the requirements)

- Ambassador's Self-Help Fund (national and international organizations are eligible)
- American Foundation for African Development Fund (only local organizations are eligible)

Important information

Excluded from funding are

- Recurring costs such as medicine, food distribution, catering (coffee breaks), salaries/per diems, office supplies and other supplies
- vehicles
- latrines

The following are strongly discouraged

- computers or other office equipment
- Rents

Deadline for submission is May 28th, 2021.

Exception: The deadline for projects located in the North of the country (Ngozi, Kirundo, Muyinga, Karusi, Cankuzo and Ruyigi) is May 31st. The date is brought forward to allow the coordinator to make a possible pre-field visit.

Once you have submitted a project, wait to be contacted by the coordinator. Do not call unless you have additional information to send. We will inform you of the status of your application as soon as we have a response.

The Embassy of the United States of America in Bujumbura funds socio-economic development projects in local communities.

Two types of programs exist to fund local development projects. **These are the Ambassador's Self-Help Fund and the U.S. African Development Foundation (ADF) Small Grants Program.**

- **The Ambassador's Self-Help Fund** is designed to fund small-scale development projects aimed at improving basic socio-economic living conditions in communities. Its primary objective is to help people become self-sufficient.
- **The U.S. Foundation for African Development** is an independent federal agency that supports communities' own will to initiate their own development.

Although these two programs have similar goals, their criteria and requirements differ. This short guide will help you understand which funding program is best for your project.

The following explanations will help you maximize your chances of having your project funded by the Embassy.

THE AMBASSADOR'S SELF-HELP FUND

Types of projects: This fund can be obtained for all types of projects. However, it is advisable to propose projects that are small in scale and whose results are visible and easily identifiable. Emphasis is placed on projects that create jobs or generate income (e.g., construction of workshops, establishment of cooperatives, acquisition of equipment or training programs, livestock and agricultural projects). Preference is given to projects that span several provinces in the territory.

Community Involvement: Projects must include strong community involvement through contributions of cash, materials and/or labor equivalent to at least 25% of the total project value. The community must also be involved in the decision-making process of the project.

Grant Amount: The maximum grant amount is \$14,000. However, it is strongly recommended by the selection committee to propose small projects with a budget between \$4,000 and \$5,000. These are considered to have a greater impact on community members because they are designed on a smaller scale.

Budget restrictions: Funds cannot be used to purchase land or other property. In addition, they cannot be used to pay salaries by members of the applicant organization.

Eligibility: Both national and international organizations and associations are eligible. Religious groups are also eligible, provided they can demonstrate that the project will benefit all community members regardless of their beliefs.

Funding procedures: After a project is selected by the committee, a field visit is conducted to verify the feasibility of the project and its potential outcomes. Following this visit, a final decision is made, and a funding agreement is signed between the Embassy and the beneficiary organization.

The first instalment is transferred to the beneficiary's account in August or September. The second instalment will be authorized only after reception and verification of all the documents of the first instalment and a field visit. A final visit is made at the end of the project to measure the results and impact of the project.

UNITED STATES FOUNDATION FOR AFRICAN DEVELOPMENT - SMALL GRANTS PROGRAM

The U.S. Foundation for African Development has been funding projects in Burundi through the American Embassy since 2010. Here are the requirements that a project must meet in order to be shortlisted for funding:

Types of projects: Any project funded by the American Foundation for Development in Africa must have the primary goal of generating income for the community. The project must demonstrate that it creates or increases the economic self-sufficiency of the community without requiring external funding after its implementation. Geographic diversity in scope is also strongly encouraged.

Community Involvement: Projects must include strong community involvement through contributions of money, materials and/or labor equivalent to at least 25% of the total value of the project. The community must also be involved in the decision-making process of the project.

Grant Amount: The maximum grant amount is \$20,000; however, it is strongly recommended by the selection committee to propose small projects with a budget between \$5,000 and \$10,000 for the same reasons as mentioned for the Self-Help Fund.

Budgetary restrictions: Funds may not be used for: the purchase of land or any other type of property, the payment of salaries of members of the organization or any type of construction.

Eligibility: Only national organizations are eligible for this grant. Religious groups are eligible provided they demonstrate that the project will benefit all community members regardless of their beliefs.

Funding Procedures: After a project has been selected by the committee and a final decision has been made, a funding agreement is signed between the Embassy and the recipient organization. The first instalment of the payment is made in August or September. The second instalment will be authorized only after receipt and verification of all the documents of the first instalment and a field visit. A final visit is made at the end of the project to measure the results and impact of the project.

BASIC INFORMATION

This basic information will guide you through the procedures for submitting grant proposals to the Embassy.

How to submit? Project proposals must contain the following information

- The objectives of the project
- A description of the submitting organization
- A description of the project being submitted
- The elements necessary for the execution of the project
- The budget of the project

The form and a standard budget can be downloaded from the Embassy's website (<http://burundi.usembassy.gov>)

When can I apply? Projects and applications can be submitted throughout the year. The deadline for submission is May 28th. The evaluation committee meets in May for the pre-selection.

Where are the funds located? Both funds are managed by the Small Grants Coordinator of the U.S. Ambassador in Bujumbura. Please feel free to send your project proposals directly to them.

FUNDING PROCEDURES:

Funds must be spent within 12 months of disbursement.

To receive the 1st installment of payment, applicants must submit pro-forma invoices for goods needed for the project.

To be credited with the second installment, the recipient must submit all supporting documents for the first installment expenditures as well as pro forma invoices equivalent to the second installment expenditures.